## CITY OF ASHEVILLE, NORTH CAROLINA CLASS SPECIFICATION

## CONSTRUCTION COORDINATOR ENGINEERING DEPARTMENT

## **GENERAL STATEMENT OF DUTIES**

Performs complex managerial, technical and administrative work in all areas related to inspection for construction work to determine compliance with applicable codes and standards. Employee reports to the Assistant City Engineer and/or City Engineer.

# **DISTINGUISHING FEATUERS OF THE CLASS**

Employee in this class oversees and manages the day-to-day operations of the Construction Division of the Engineering Department. Employee is required to perform administrative duties as they relate to contract administration and management, ordinance administration and enforcement and personnel supervision. Work will require direct supervision of other technical construction division staff. Employee also will perform skilled inspection work to ensure compliance with established codes governing construction sites. Work involves the inspection of all phases of construction sites to ensure adherence to codes and ordinances. Employee is required to exercise independent judgment in applying these standards to a variety of work situations. Work requires that the employee exercise considerable tact and firmness in dealing with contractors, property owners and the general public. Work is performed under limited supervision of the Assistant City Engineer and/or the Engineering Director and is evaluated on the basis of the ability to apply technical knowledge and skills in maintaining prescribed inspection standards, budgetary constraints and sound construction practices.

## **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUCTIONS**

Maintains all necessary records and reports on inspections and other ordinances under his/her control.

Exercises direct supervision over other members of the Construction Division and provides technical assistance to subordinate personnel in the resolution of problems.

Administers and manages all City capital improvement and special projects, including reviewing and approving contract payment requests submitted by contractors, issuing and approving contract change orders and monitoring contracts for budgetary compliance.

Reviews plans prepared by the other professional/technical staff and provides insight as to construction feasibility.

Inspects construction sites for compliance with ordinances, land-use plans, code requirements, approved plans and specifications and construction and safety practices.

#### CONSTRUCTION COORDINATOR

Examines as-built drawings and proposed arrangement/lay-out of water, storm water, sanitary sewer systems, streets, curbs, gutters, sidewalks and other related construction improvements for compliance with City of Asheville regulations, ordinances and specifications.

Oversees and, when necessary, inspects construction sites to ensure compliance with erosion and sediment control regulations, inspects installation and operational status of sediment control devices and advises property owners, engineers, contractors, developers about sediment erosion and storm water problems and notifies violators of need to take corrective action.

Oversees and, when required, inspects installation of storm water, water and sewer lines, fire lines and pits, conducts inspections of street cuts, pavement rehabilitation, backfill operations, and related construction projects for compliance with plans and specifications.

Confers with other inspectors and the supervisor on questions of departmental policies and other inspection problems.

Confers and represents the department before State officials during review of programs.

Confers with contractors, architects, engineers and others regarding construction codes and plans.

Holds/attends pre-bid and pre-construction meetings.

Confers with City and Buncombe County officials in matters pertaining to erosion control and other City ordinances and regulations.

Responds to questions and concerns from the public, contractors, architects, and engineers regarding construction projects.

Oversees the reviews/approvals of close-out documents for water line extensions; schedules and conducts final inspections and issues final project acceptance letter.

Oversees the implementation of the Public Right-of-Way Cut Permit Ordinance.

Prepares and maintains a variety of records and reports; enters data into computer.

## ADDITIONAL JOB FUNCTIONS

Performs related work as required, including work after hours when required and filling-in during the absence of other construction personnel.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable experience in contract management and administration of municipal capital improvement projects.

Considerable experience and knowledge in the preparation of construction cost estimates for budgetary planning.

Considerable knowledge of State and local ordinance and codes administered through the department.

Considerable experience in detecting and locating defective workmanship in all types of construction projects.

Considerable experience in interpreting blueprints, diagrams, specifications, codes and building regulations.

Considerable experience in dealing tactfully and firmly with contractors, property owners and the general public.

Considerable experience and knowledge in the principles of supervising other technical and clerical staff.

#### **CONSTRUCTION COORDINATOR**

Sound knowledge of modern construction practices, materials and equipment.

Sound knowledge of County geography.

Ability to establish and maintain effective working relations as necessitated by work.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to communicate ideas effectively orally and in writing.

Ability to prepare technical reports.

## **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in civil engineering or a related field, and 5 years of related construction experience or an associate's degree in civil engineering or construction technology with 10 years of related construction inspection/management experience; or any equivalent combination of training and experience to perform the essential position functions.

# **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. Possession of a Grade "A" Water Distribution Certificate and/or a Grade III Wastewater Collection Certificate issued by the North Carolina Department of Environment, Health and Natural Resources or ability to obtain certifications within two (2) years of employment. Engineering Intern certification desired, but not required.

## **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities.

**Physical Skills:** Ability to perform required job with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

# CONSTRUCTION COORDINATOR

December, 2001 Exempt Salary Grade 18